City Clerk's Office

- Organization Chart
- Job Descriptions and Responsibilities
- History of Staff Reductions to Date
- Budget Detail and Reduction Recommendations
- Proposal for Reduction of Expense and Increase in Revenue
- Records Retention Room at a Glance

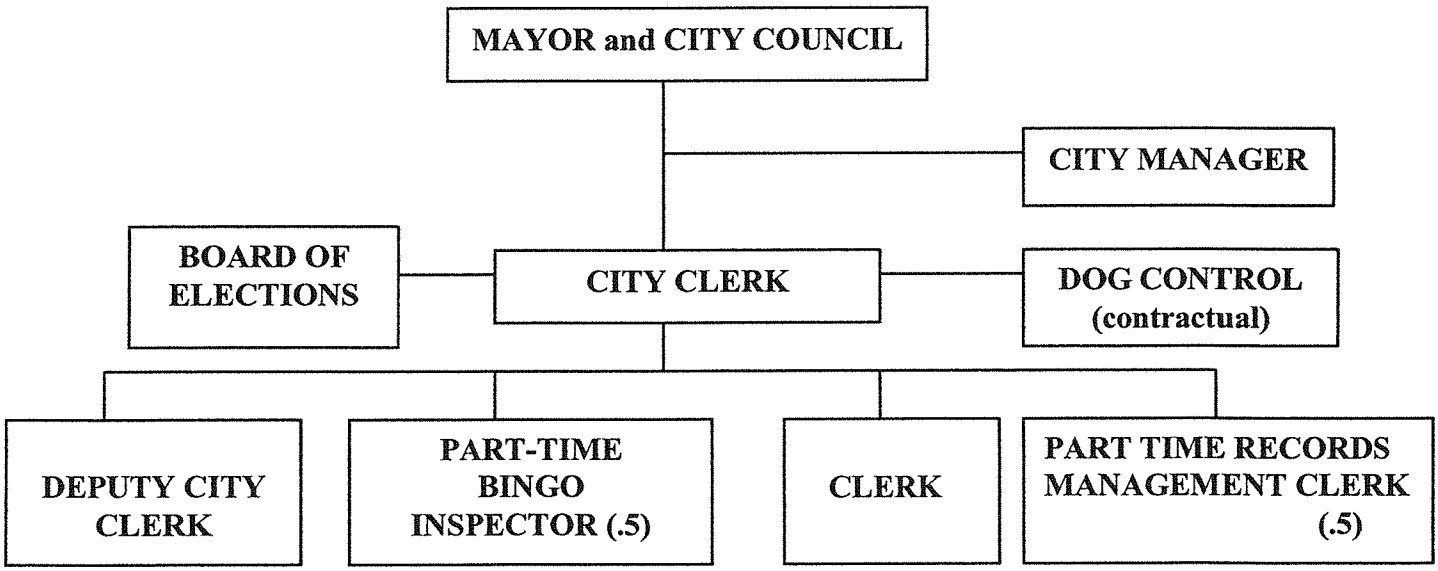
The Office of the City Clerk & Vital Records

MISSION

It is the Mission of the Office of the City Clerk to organize, keep and protect all vital records and contracts of the City and its citizens, while providing in a timely and efficient manner historical and official records for use by City staff and the general public. The office also issues licenses, permits, and passports and strives to maintain fair fee schedules.

ORGANIZATIONAL STRUCTURE AND DUTIES

The City Clerk is appointed by the Mayor and City Council. The Clerk serves as the City's Records Management Officer, and Registrar. She is the official custodian of all government records and the City's Corporate Seal. She authenticates all contracts and agreements authorized by City officials. The Clerk also presents resolutions and communications at weekly City Council meetings and is responsible for preparing minutes of City Council meetings, distributing the weekly agenda. Other responsibilities of the Office of the City Clerk include the issuance of a variety of licenses, including Marriage licenses, Dog licenses, Conservation licenses, Bingo and Games of Chance licenses, Fire Prevention licenses and Fishing and Hunting licenses. Issuing certificates of marriage, performing genealogical searches, enforcing dog control, serving as liaison with the County Board of Elections, reporting to various New York State agencies and maintaining the City's website are also responsibilities of this office.



City Clerk's Responsibilities

Dog Control
Accept complaints of violations of City's Dog Ordinance
Dispatch Dog Warden and coordinate follow up
Coordinate with City Court payment of fines and appearance dates
Coordinate stray dog release with owners and dog warden

Issue Licenses
Marriage
Bingo, Amusement, Games
Dogs
Hunting and Fishing
Fire Prevention

Prepare Monthly Reports to NYS and County Offices
NYS Dept of Health
Cay. County Treas. And Health
NYS DEC
NYS Ag and Markets
NYS Dept of Education
US Dept of State

Passports
Accept and process passport applications
Provide photo service

City Website
Maintain and update information and format as needed.
Write and post agendas, meetings, and bulletins
Train and coach city staff on use of website
Develop ideas, copywriter, edit, organize information.
Receive and distribute citizen comments and complaints.

FOIL Requests
Accept request for information
Coordinate information gathering as needed

VITAL RECORDS
Issue, record and file birth and death certificates (since 1881)
Issue burial and transit permits
Perform genealogy searches
Maintain various records for state and county reports

Maintain and retrieve Marriage records (since 1881)
Paternity Acknowledgements – file and retrieve

Record Retention

Administer the preservation, storage and disposition all City records

Grant writing – via Local Government Records Management Grants

City Code

Update and Maintenance of online and hard copy

City Council/Manager

Assist Mayor's office or City Manager's office as needed
Prepare minutes, proof, publish and post to website
Assist with prep for Council agenda
Publish legal notices in local paper
Maintain city advertising budget (legal and retail)
Prepare press releases as needed
Assist Corporation Counsel as needed (research, etc.)

Soule Cemetery

Issue deeds and record
Track and research for families

Office TOOLS

* Clerk "software" BAS System
* Versa Image Scanner
* Microfilm reader/printer
* Internet
* Vital Check (online debit/cried payment system)
* DEC sales system (Internet based)
* Dog Lic. System (Internet based)
* Microsoft Word
* Excel
* Access

Deputy City Clerk Responsibilities

Assist with administrative functions and responsibilities of the City Clerk including but not limited to:

- Develop a working knowledge of City and State laws as they pertain to City Clerk Office responsibilities. Including:
    - NYS Bingo and Games of Chance Rules
    - NYS Agriculture and Market laws (Dog Control)
    - City of Auburn Code
    - NYS Department of Health (Marriage)
    - U.S. Department of State (Passport Issuance)
    - NYS Department of Conservation (Hunting and Fishing)
- Issue and maintain records for various licenses issued by Clerk's office. (Fire Prevention, Games of Chance, Dog, Marriage, etc.)
- Maintaining Soule Cemetery deeds, records and database.
- Oversight and administration City Website. (Not trained yet.)
- Maintain a working knowledge of office software programs and steps to implement upgrades (BAS Clerk system, Debit card, DEC sales and Dog License programs, Versa Image, etc.)
- Receive, file and distribute Notice of Claims as appropriate.
- Assist with Freedom of Information requests, correspondence and tracking.
- Assist with daily balancing and monthly reports to various government agencies.
- Serves as at City Council meetings in the absence of the City Clerk.

Assist with City's Records Retention Program

- Become familiar with the Department of Education Records Retention Schedule for Municipalities
- Assist as needed with retention, retrieval and disposition of City of Auburn records in accordance with NYS Dept. of Education requirements.
- Assist City Clerk with grant applications for funding program initiatives.
- Assist and Coordinate ongoing scanning, microfilming of appropriate records.

Coordinate enforcement of Dog Control Ordinance with Dog Warden

- Maintain records in accordance with NYS Agriculture and Markets requirements.
- Coordinate payment of fines, boarding fees, associated with dogs that are impounded and court appearances as needed.

Customer Service

- Issue Marriage Licenses, Birth and Death Certificates, Hunting and Fishing Licenses, Dog Licenses, etc.
- Provide information to the public by phone, in person, letter or email on the requirements for various services, licenses, permits, applications or be able to direct to appropriate department or agency.
- Compose correspondence for various needs.
- Passport application processing
- And other duties assigned as needed to support the City Clerk's Office

CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the performance of standard clerical tasks including the use of a personal computer and other office equipment. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. This position differs from Senior Clerk in that duties of a Clerk involve less complex operations then a Senior Clerk and tend to be routine in nature. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and organizes work to be processed and recorded;

Contacts clients, vendors, and/or insurance carriers to obtain additional information or to update information;

Answers telephone and takes messages or provides callers with general information;

Prepares, stores and retrieves lists and documents;

Updates and stores department forms on a computer using word processing software;

Orders office supplies and maintains inventory of supplies and equipment;

Sorts, date stamps and distributes mail and packages;

Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;

Makes copies of letters, files and reports;

Schedules meetings and appointments;

May serve as a receptionist and greet clients and/or visitors;

May enter and retrieve information using computer database/spreadsheet software;

May collect fees and account for monies received;

May prepare and maintain time records and payroll data.

Clerk Responsibilities

Office support - serving the day to day requests of internal and external "customers" of the City Clerk's Office:

- Develop a working knowledge of City and State laws as they pertain to City Clerk Office services. Including:
    - Dept. of Health Vital Records.
    - NYS Agriculture and Market laws (Dog Control)
    - City of Auburn Code
    - NYS Department of Health (Marriage)
    - U.S. Department of State (Passport Issuance)
    - NYS Department of Conservation (Hunting and Fishing)
- Obtain a working knowledge of the various systems that are used in the office. (BAS Clerk system, Debit card, DEC sales and Dog License programs, Versa Image, etc.)
- Assist with daily balancing of office cash drawer and transactions.

Assist City Clerk with Registrar duties as Deputy Registrar.

- Obtain substantial knowledge of detailed Department of Health/Public Health laws as they pertain to issuing and filing birth, and death records.

Dog Control

- Assist with day to day administration of licenses, DL18 forms (dog has been impounded) fines and other records in accordance with NYS Agriculture and Markets requirements.
- Coordinate payment of fines, boarding fees, associated with dogs that are impounded and court appearances as needed.

Customer Service

- Issue Marriage Licenses, Birth and Death Certificates, Hunting and Fishing Licenses, Dog Licenses, etc.
- Provide information to the public by phone, in person, letter or email on the requirements for various services, licenses, permits, applications or be able to direct to appropriate department or agency.
- Compose correspondence for various needs.
- Passport application processing (lost this service in fall of 2011)

Record Maintenance and Retention

- Become familiar with various methods of storing records for future retrieval. Scanning, Microfilm, OCR retrieval, and the NYS requirements of each type of record.

And other duties assigned as needed to support the City Clerk's Office.

Clerk Clerk

RECORDS RETENTION CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for administering a records retention system for a City by developing and implementing routine clerical procedures for retrieving, filing and storing city records for city departments. The incumbent is responsible for the efficient classification, storage, inventory, and retrieval of city records. The incumbent is also responsible for reviewing, surveying and cataloging city records for retention and disposition determinations, which are made by the City Clerk who acts as the Records Management Officer. The work is performed under the general supervision of the City Clerk. Some leeway is permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Retrieves records for city departments, maintains sign-out log for records that are out in other departments and files records that are returned;

Sorts, organizes and files inactive records according to State Archives Records Retention and Disposition Schedules;

Maintains inventory of records on a computer database by entering records for various departments within the City assigning retention spans to records by using state record schedules;

Retrieves documents requested by city departments and the public and returns documents to appropriate files;

Sorts, indexes and files a wide variety of materials such as correspondence, forms, checks, vouchers and other related material;

Advises general public of what records are available for research purposes;

Organizes and classifies records for storage;

Delivers requested records to city departments;

Assists the City Clerk with grant requests by collecting data and statistical information;

Attends training and workshops with respect to state records management and retention regulations and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of proper maintenance of records;

Good knowledge of the retention and disposition requirements for public records;

Good knowledge of the types of records utilized and maintained in public offices;

Good knowledge of office terminology, procedures and equipment;

Ability to methodically organize files and records;

Ability to express oneself clearly and concisely;

Ability to maintain records on a computer database;

Ability to understand oral and written instructions;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or

(b) Three (3) years of clerical experience.

Records Management Clerk Responsibilities

Part time

Preforms the day to day tasks of managing the City's records program.

- Develop knowledge required to assist the City Clerk with managing the City of Auburn Records Retention Program as required under NYS law.
- Develop a working knowledge of all city departments as they relate to the records program.
- Maintain a working knowledge of the MU1 schedule for City Records and the database program used to store and retrieve records.
- Attend Local Government Records Management Workshops and continue seek information to provide the city with the best records program.
- Maintain a working knowledge of the MU1 schedule for City Records and the database program used to store and retrieve records.
- ***Cross train in the City Clerk's office to be available when coverage is needed.***

City Clerk Office
Staff Reduction History 2000 -2012

	TITLE	2000-2002		2002-2006			2006-2007			2008-Present	
Clerk's Office/Vital Records	City Clerk	City Clerk	FT	City Clerk	FT		City Clerk/Registrar	FT		City Clerk/Registrar	FT
	Dep Clerk	Dep Clerk	FT	Dep Clerk/Registrar	FT		Deputy Clerk	FT		Deputy Clerk	FT
	Registrar	Registrar	FT	Clerk	PT		Clerk	FT		Clerk	FT
	clerk	clerk	PT								
	clerk	clerk	PT								
			4FTE		**2.5FTE**			**3FTE**			
Records Manangement	PT Clerk	Clerk	PT	PT Clerk	PT		Records	not filled		Records/office backup	PT
			.5 FTE		**.5PT**					***Cross Trained***	
Dog Control	Dog Warden	DW	FT	DW	FT		Inspector	1 < PT		DW	**Contract service**
			1FTE		**1FTE**						
Bingo Inspectors	Charitable Games	Inspectors	2 less than PT	Inspectors	2 < PT	reductio			reduction	Bingo Inspector	1<PT
Total Employees			**5.75FTE**		**4FTE**	**<1.5FTE>**		**3.25FTE**	**<1FTE>**		**3.75FTE**

Cross trained PT Records Clerk to fill in as needed in office

Eliminated Dog Warden position - attrition Replaced with service contract for Dog Control Services

Dep Clerk and Registrar 25 year plus Employees Retired - evaluated procedures and consolidated duties to reduce staff

Eliminated 1.5 FTE Positions

Registrar left job - consolidated and cross trained to eliminate position required by law to have a Registrar - Incr PT clerk to FT - to absorb incr transaction volume-passports.births. website maint.

Eliniminated 1 FTE Postion

Total reduction in staff 2.5 FTE

CITY OF AUBURN

		2010-2011 Actual Expenditure	2011-2012 Adopted Budget	2011-2012 Amended Budget	2011-2012 Y-T-D Actual	2012-2013 Requested Department	2012-2013 Recommended City Manager
A1410	CITY CLERK						
110	SALARY & WAGES	131,301.36	137,357.00	137,357.00	115,513.62	145,461.00	145,461.00
120	SICK INCENTIVE	100.00	100.00	0.00	0.00	150.00	150.00
130	TEMPORARY & PART TIME	5,751.90	5,103.00	5,103.00	4,582.57	5,103.00	5,103.00
210	FURNITURE & FIXTURES	0.00	400.00	400.00	0.00	250.00	250.00
220	OFFICE EQUIPMENT	539.91	0.00	0.00	0.00	500.00	500.00
411	OFFICE SUPPLIES	1,616.85	2,000.00	2,100.00	2,213.08	2,000.00	2,000.00
440	SERVICES	57,440.48	59,800.00	60,573.42	50,673.41	65,100.00	65,100.00
450	FEES	599.50	4,000.00	2,755.00	0.00	4,500.00	4,500.00
460	TRAVEL, TRAINING,PROF DEV	1,053.80	1,500.00	1,500.00	249.37	1,500.00	1,500.00
801	RETIREMENT-GENERAL	15,112.00	16,461.00	19,936.00	19,936.00	26,005.00	26,005.00
811	SOCIAL SECURITY & MEDICARE	9,950.89	10,900.00	10,900.00	8,669.45	11,530.00	11,530.00
821	WORKERS' COMP-PREMIUM	362.40	471.00	471.00	444.28	595.00	595.00
841	HEALTH INSURANCE	27,820.24	35,205.00	31,730.00	22,024.75	31,500.00	31,500.00
842	DENTAL INSURANCE	2,755.30	2,743.00	2,743.00	2,418.60	3,018.00	3,018.00
845	VISION COVERAGE-CSEA	700.32	600.00	600.00	467.80	850.00	850.00
	ACTIVITY TOTAL	255,104.95	276,640.00	276,168.42	227,192.93	298,062.00	298,062.00
A1450	BOARD OF ELECTIONS						
450	FEES	21,677.00	25,500.00	25,500.00	12,839.00	22,000.00	22,000.00
	ACTIVITY TOTAL	21,677.00	25,500.00	25,500.00	12,839.00	22,000.00	22,000.00

CITY OF AUBURN

		2010-2011 Actual Expenditure	2011-2012 Adopted Budget	2011-2012 Amended Budget	2011-2012 Y-T-D Actual	2012-2013 Requested Department	2012-2013 Recommended City Manager
A1460	RECORDS MANAGEMENT						
110	SALARIES & LONGEVITY	0.00	0.00	0.00	0.00	33,204.00	33,204.00
130	TEMPORARY & PART TIME	15,201.89	17,763.00	17,338.00	13,807.82	1,000.00	1,000.00
440	SERVICES	2,006.75	2,000.00	2,000.00	0.00	0.00	0.00
801	RETIREMENT-GENERAL	1,847.00	2,012.00	2,437.00	2,437.00	5,902.00	5,902.00
811	SOCIAL SECURITY & MEDICARE	1,162.96	0.00	1,200.00	1,056.31	2,617.00	2,617.00
821	WORKERS' COMP-PREMIUM	42.04	0.00	45.00	43.48	69.00	69.00
841	HEALTH INSURANCE	0.00	0.00	0.00	0.00	10,500.00	10,500.00
842	DENTAL INSURANCE	0.00	0.00	0.00	0.00	1,006.00	1,006.00
845	VISION COVERAGE-CSEA	0.00	0.00	0.00	0.00	283.00	283.00
	ACTIVITY TOTAL	20,260.64	21,775.00	23,020.00	17,344.61	54,581.00	54,581.00
A3510	ANIMAL CONTROL						
412	OPERATING SUPPLIES	56.19	0.00	0.00	0.00	0.00	0.00
440	SERVICES	54,526.10	48,000.00	48,740.79	34,902.93	49,000.00	49,000.00
	ACTIVITY TOTAL	54,582.29	48,000.00	48,740.79	34,902.93	49,000.00	49,000.00
	DEPARTMENT TOTAL	351,624.88	371,915.00	373,429.21	292,279.47	423,643.00	423,643.00

y Clerk's Office
al Records
:ords Manangment
g Control

City Clerk's DEPT TOTAL compare and reductions

		2010	2011	YTD 2012	REQUEST 2013		
		306,025	$351,625	$304,526	$345,828		
CITY CLERK'S OFFICE							
SALARIES & WAGES							
City Clerk					61,213		
Deputy City Clerk					44,185		
Clerk (requesting upgrade to ACCT Clerk)					38,896		Reductions/comments
TOTAL		$ 131,301	$ 137,357	$ 137,357	$ 144,294		
						reduction suggestions	
Part time Bingo Inspector (less than part time)			$ 5,103		$ 5,103	*$5,103*	*Eliminate*
Office Supplies		$ 1,617	$ 2,000	$ 837	$ 2,000	*$1,000*	*reduce*
SERVICES		53,874	41,351	51,410	65,100		*eliminate retail*
Advertising					15000	*5000*	*advertising*
Rebind Record Books/Microfilm/Scan					4000	*2000*	*reduce scanning*
Mileage (inspectors)					200	*200*	*eliminated position*
Council Videotaping					10000		
Software Maintenance					xxx		xx
-BAS Software					2000		*required*
-VTH Website license					xxx		xx
software and support --					13000		*needed*
-VERSA Scan SoftwareScanner					2400		*required*
Online Dog Licensing	* one time				2300	*online service*	*would like to keep citizen convenience*
Anim. Ctrl Syst	* one time				4000	*4000*	*postpone*
Equipment Lease/Maintenance					xxx		
-Copier					3500		*required*
-Microfilm Printer & Reader					2200		*required*
Municipal Code Updates(PC, web, book)					5000		*required*
(Book binding and FedEX) FEES				.	$ 4,000	*4,000*	*postpone*
RECORDS MANANGEMENT		23,379	20,260	18,080	$ 54,581		
Salary					$ 33,204		
Requesting chg to FT Positon							
Temp/part time		8,970	16,094	17,338			
Services		2,000	2,000	2,000	xx		
Health/retirement/etc					$ 19,377		
BOARD OF ELECTIONS		13,000	21,677	15,872	22,000		
FEES							
Primary-$100/day (8400)			This expense is determined by the County Board of Elections. Each municipality pays for the election inspectors and maintenace/set up for their district. Auburn has 21 districts and will be dropping to 18.				
General-$150/day (12600)							
Miscellaneous (4500)							
Dog Control		41,220	54,526	48,700	49,000		
includes							
Emergency Calls Boarding for straysTransfer fees Irs mileage transfer fees							

Total Reduction
$21,303. 6%

CITY CLERK'S OFFICE

Proposal for a reduction of 12 % in the preliminary 2012/2013 budget

Reduce expense $38,896 plus benefits

Option 2. Reduction in staff- $38,896 plus benefits

Budget impact – Saves $38,896 plus benefits per year in FY12/13 and possibly in the future.

Consequences

Office staff will be reduced to a level where we will need to make changes in the office service delivery. Services and how they are delivered will be evaluated.

City Staff that depends on our staff for research and various other support services will not be served as in the past.

Prompt and efficient will become a thing of the past.

Other departments will be effected. Incumbent is eligible to 'bump' another employee from other department.

Possible increase in citizen complaints

- Dog complaints are difficult to keep on top of now. Part of the reason I have requested to move a part time position to full time is to cross train.
- Phones are difficult to manage and will only get worse with fewer staff.
- Lunch hours will be challenging, closing for lunch is not a great idea but may be required.
- Possible reduction in response to citizen, staff and councilor requests.

Proposal for an increase of 12% in revenue and reduction of 6% in the preliminary 2012/2013 budget
Reduce expense $21,303 and Increase $40,000 in "clerk fees" Vital Records

Option 1. Eliminate & reduce expenses as follows

Eliminate		Reduce		
Retail Advertising*	$5000	Reduce Office Supplies	$ 1000	
Dog Control System	4000	Reduce rebinding. restore	2000	**Total reduction**
Services	2500	Fees	1500	**21,103**
Bingo Inspector	5103			**6%**
	17303		**4500**	

***except where mandated**

Budget impact – Saves $21,103 in FY12/13 and possibly 17,303 permanently.

City Clerk

Consequences –
Reduce expenses

- Parks and Recreation will not be able to uses the newspaper to promote events, skating, sports sign up, etc.
- Reducing the process of scanning our records, vital and other will put us all the more behind in our efforts to reduce paper and implement the convenience and efficiency of scanned records.
- Not purchasing the Dog Control system will require the city clerk's office to continue manually management of the licensing and administration of dog control. In 2011 NYS Ag and Markets dropped dog licensing support to towns and cities. Since then we have been on our own. It is paper intense, time consuming and inefficient.
- One Bingo Inspector was eliminated two years ago. Eliminating this one will increase the opportunity for problems to arise at the various places that hold bingo and games of chance.

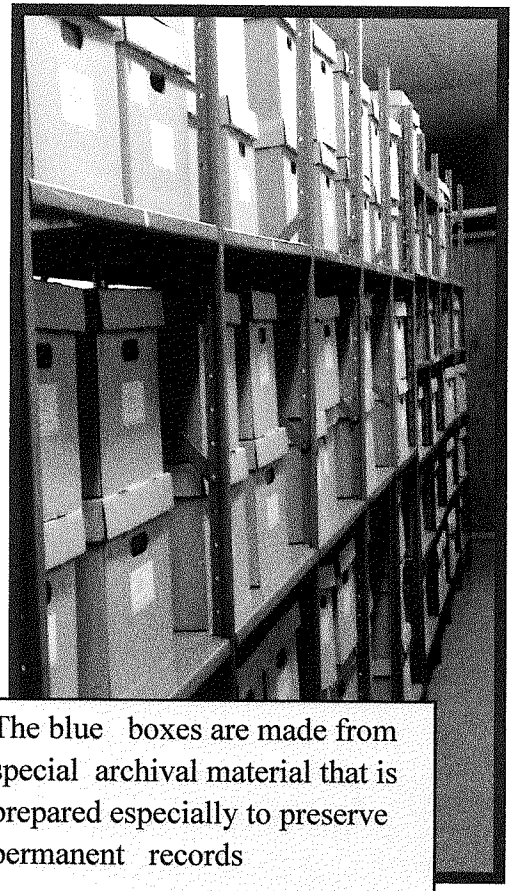
Increase Fee + $40,000 and increase in revenue of 12%

- The City of Oswego has successfully lobbied the legislature in Albany to amend section 4173 of the public health law that would allow an increase in this fee (Registrar's fee). It is now $10.00.

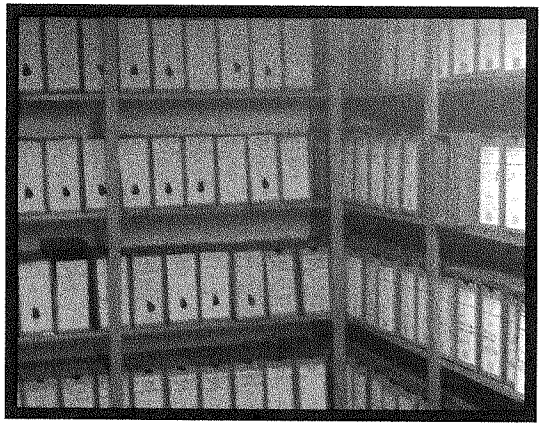
It has not been increased in over 15 years. The majority of transactions are people from out of the city/state. Producing copies and maintaining the original time consuming and requires intense attention to detail. The cost of paper, copying and all that is associated with providing the service has most likely tripled since the last time this was raised. I have already made calls to see what the first steps would be.

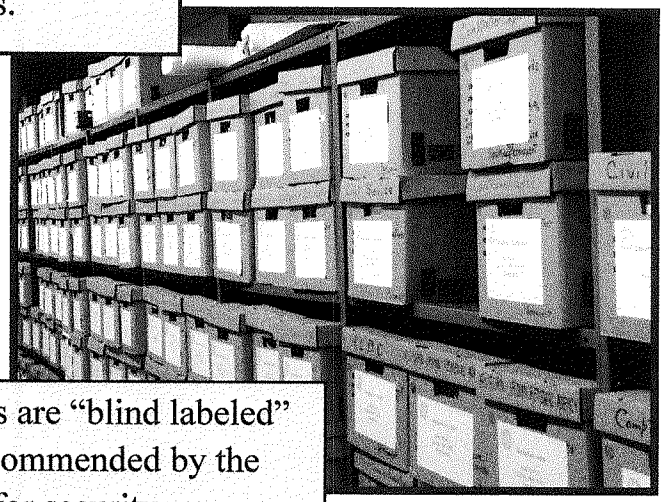
RECORDS RETENTION ROOM

A picture is worth a thousand words.

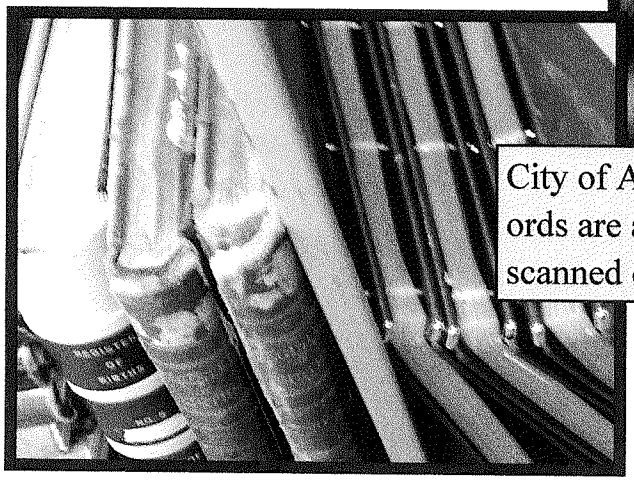


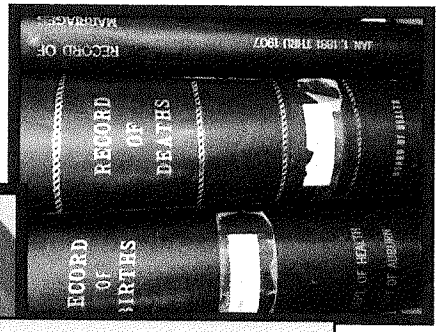
The blue boxes are made from special archival material that is prepared especially to preserve permanent records



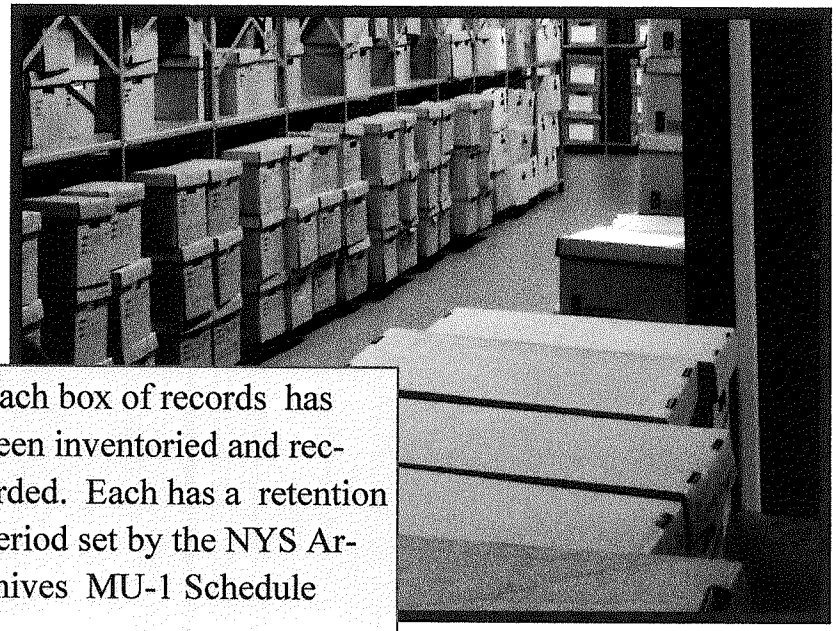


Boxes are "blind labeled" as recommended by the state for security.





City of Auburn Vital Records are about 100% scanned or electronic now.



Each box of records has been inventoried and recorded. Each has a retention period set by the NYS Archives MU-1 Schedule